

Georgia Fund 1 (GF1) e-Resolution Instructions

Thank you for your participation in Georgia Fund 1 ("GF1"), the combined state general fund and local government investment pool managed by the Office of the State Treasurer ("OST").

Georgia Fund 1 is offered by the State of Georgia to counties, municipalities, public colleges and universities, boards of education, special districts, state agencies, and other authorized entities as a conservative, efficient, and liquid investment alternative. The primary investment objectives of Georgia Fund 1 are safety of capital, liquidity, yield, and diversification with primary emphasis on safety of capital and liquidity. Please be aware, however, that **GF1 deposits are not guaranteed or insured** by any bank, the Federal Deposit Insurance Corporation, the Federal Reserve Board, or any state agency.

The following instructions apply to any county, municipality, public college or university, board of education, special district, state agency, or other authorized entity that desires to **open or change a GF1 account**. Following the instructions pertaining to the e-Resolutions, we have included instructions on how to execute GF1 transactions.

I. e-Resolutions Request and Submission Process

A. Submitting an e-Resolution Request:

1. Access OST website and locate the Georgia Fund 1 (GF1) content box on the Home Page. Click GF1 e-Resolution link.
2. Click the GF1 e-Resolution Request form link to initiate the request process.
3. For a change to an existing account, select Amended Resolution and fill in the GF1 account number in the blank provided. If it is not an existing GF1 account, select New Resolution. We will make every effort to assign new GF1 account numbers in sequence with your existing accounts.
4. Enter the Entity name, your name, and your email.
5. Enter the Entity's Head of Governing Authority. This is the person that is authorized to approve the e-Resolution such as the Board Chairman, Commissioner, or Mayor. The Head of Governing Authority's signature must be notarized.
6. Enter the name and email of the local Notary that will perform an in-person electronic notary (IPEN). Please note that once selected, the Notary and Head of Authority cannot be modified without contacting your OST Fund Administrator. We recommend that you communicate with your local Notary and Head of Governing Authority prior to submitting the request. The notary CANNOT be a person listed elsewhere on the e-Resolution. Only choose to use an OST certifier if you do not have a notary available or if you have an urgent emergency for the e-Resolution to be completed.
7. Once the form has been completed, click submit. An email confirmation will be sent immediately upon submission of this request.

Note that a separate e-Resolution is required for each GF1 account you wish to open or maintain. We are prohibited from accepting and processing e-Resolutions that do not comply with the above requirements.

B. Completing an e-Resolution Form: Entering Entity Information

1. Once the request form is complete, you will receive an email from OST via DocuSign to review the document. To begin the e-Resolution Form session, open the email and click Review Document. Select the signature disclosure box in the upper left-hand corner to continue. After reading the terms, check and agree to use electronic records and signatures.
2. Enter the effective date and Participant Information including Entity's name, the Tax ID # or TIN #, the physical address and the mailing address, even if they are the same addresses. The Entity name should be the same Entity name used on the W9 submitted to your banking institution.
3. Select New Account or Amended. For changes on an Amended Account, select user and/or bank change. Enter the GF1 Account #, beginning with the 4-digit account # followed by the next 5 or 6 digits.

C. Completing an e-Resolution Form: Entering Authorized Representatives

1. Enter all individuals that are authorized to deposit and/or withdraw funds from the local government investment pool on behalf of the Participant. Information required is name, title, email address, telephone number, and cell phone.
2. Indicated if the authorized individual requires online system (IPAS) access to electronically request Deposits/Withdrawals and to obtain monthly statements. Select at least one person to perform activity electronically. All individuals currently with online access that are no longer listed on this e-Resolution will be removed from IPAS access.

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D. Completing an e-Resolution Form: Entering READ ONLY Representatives

1. Enter all individuals that are authorized to access Participant statements from the local government investment pool on behalf of the Participant. This does not give the individual transaction authority. Information required is name, title, email address, telephone number, and cell phone.
2. Additional pages may be attached to the e-Resolution for adding more READ ONLY access individuals.

E. Read the *Period of Investment* section and *OSTs Disclosure* section.

F. Completing an e-Resolution Form: Banking Instructions

1. Enter the bank address, bank contact information and account title, ABA and account number for each account to be included on e-Resolution. List all applicable bank accounts as this e-Resolution will supersede the previous e-Resolution related to this GF1 account.
2. Select “Yes” or “No” to indicate if the account is a Corporate Trust Account. If “Yes”, verify with the bank their preferred method of payment. Typically, corporate trust accounts require wire payments. Obtain bank instructions. If wire payments are required, the ACH section does not have to be completed.
3. Select “Yes” or “No” to grant OST the authority to ACH Debit your account for contributions made to your GF1 account. If “Yes”, please add OST’s company ID 1581125844 to your bank’s debit block fraud filter. If “No”, you will be required to wire the funds to OST for any contributions
4. For non-Corporate Trust accounts, enter both ACH and Wire Instructions, including Bank ABA, account number, addendum information. Please confirm all banking information with your bank, some banks have different ABAs for wires and ACHs.
5. Select “Yes” or “No” to indicate if your local bank requires a correspondent bank to receive wire, enter the wire instructions provided by your local bank.
6. Additional pages may be attached to the e-Resolution for adding more than 10 bank accounts.
7. Once all required fields have been completed, Select Finish. The e-Resolution will be automatically forward to the Head of Authority for authorization and Notarization. Once the document has been signed by all parties you will receive a copy by email.

For detailed, step-by-step, banking instructions, please see e-Resolution Banking Instructions found on the OST website.

G. Signing and notarizing the e-Resolution

1. The Head of Authority will receive an email notification from OST via DocuSign and will be requested to electronically sign the documents while witnessed by a Notary Public. The Head of Authority can click on the Review Document in the email prior to the Notary meeting. This will securely open the document completed by the financial representative. The Head of Authority will be allowed to only read through the document and then close. **Ability to sign the document is ONLY authorized through a device accessed by the Notary.**
2. The Notary will receive a Service Request email notification from OST via DocuSign. Once in the presence of the Head of Authority, the Notary should click BEGIN SIGNING, or log in to their DocuSign account, locate the documents to be notarized, and click NOTARIZE to start the session.
3. The Notary should review the information in Witness a Signature on their device (such as a laptop, tablet, or other mobile device), select Continue and pass that device with the opened document to the Head of Authority.
4. The Head of Authority should consent to use of electronic records and signatures, clicks START, and complete the required fields for County, signature date, name, and title. If this is the first-time using DocuSign, a question will be asked to adopt a signature. Select adopt and confirm signature. Clicks FINISH and pass the device back to the Notary.
5. The Notary should click CONTINUE and log in to DocuSign. In Witness a Signature view, select the form of ID used to verify the Head of Authority’s identity and add any applicable notes. Click CONTINUE NOTARIAL ACT. Locate the FIELDS palette, which contains notary fields. Add their notary seal to a notary certificate on the e-Resolution by dragging and dropping the notary seal on the notary page. Add their Date Signed, Signature, and Expiration Date, by dragging to the applicable fields and then click FINISH. The electronic notary signing session is complete. Email notifications are sent to the Head of Authority and Financial Representative. The notarized e-Resolution is then automatically routed to the Office of State Treasurer Fund Administrator for our internal processing. For detailed, step-by-step, e-Resolution request and submission process, please view the e-Resolution Webinar and Notary Set-up Webinar found on the OST website.

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II. Deposits and Withdrawals:

- A. To initiate a deposit or withdrawal from your GF1 account you must call our office at (404) 656-2993 or log on to the secure Internet Participant Access System (IPAS) **before 2:00pm** on the business **day preceding the day you want the funds transferred** to or from your account. Only person(s) named on the e-Resolution may initiate a transaction. **We are strictly prohibited from executing transactions initiated by unauthorized individuals.** For more information on IPAS, please contact our office.
- B. Whenever you deposit funds in GF1 you must confirm the amount of the deposit via email. These confirmations are used for information purposes only and are non-binding.
- C. To deposit funds into your GF1 account, instruct your bank to wire the funds to:
Wells Fargo Bank
ABA#: 121000248
Acct#: 2000179900314
Office of the State Treasurer
Ref# (LGIP #)
- D. We may only transfer funds to bank accounts authorized by the e-Resolution currently on file.

IF YOU HAVE ANY QUESTIONS OR COMMENTS CONCERNING THESE PROCEDURES OR YOUR ACCOUNT, PLEASE CONTACT US BY PHONE OR EMAIL:

(404) 656-2993
GF1_fund_admin@treasury.ga.gov